



Doncaster Council

Report

Date: 21st May, 2021

**To the Chair and Members of the
COUNCIL**

LOCAL GOVERNMENT AND HOUSING ACT 1989 - REVIEW OF THE ALLOCATION OF SEATS ON COMMITTEES AND SUB-COMMITTEES

EXECUTIVE SUMMARY

1. At its Annual Meeting, the Council is required to:-
 - (1) allocate seats on Committees of the Council having regard to political balance in accordance with the provisions of the Local Government and Housing Act 1989; and
 - (2) make appointments and co-options to other Committees and Sub-Committees of the Council.
2. Members are asked to note that this report sets out the position on the proportional allocation of seats on the basis of the number of Elected Members in each Political Group. This report does not account for any further changes in the composition of Political Groups that may occur prior to this meeting of Council or any changes to the size of Committees that are detailed in this report. If there are further changes, it will be necessary to defer consideration of this report pending a recalculation of seat allocations.

RECOMMENDATIONS

3. That the Council:-
 - (1) resolves before any adjustments are determined, that seats on Committees and Sub-Committees are allocated, as set out in the Table at paragraph 25 of the report;
 - (2) determines the necessary adjustments that the Labour Group and the Mexborough First Group lose 1 seat each on 2 different Committees/Sub-Committees;

- (3) as a consequence of the loss of the 2 seats at (2) above, allocate 1 seat to the Conservative Group and 1 seat to the Independent Member, Councillor Rob Reid;
- (4) determines the appointment of Members to Committees and Sub-Committees in accordance with the wishes of Political Groups;
- (5) notes that in appointing members to the Audit Committee, in accordance with the Chartered Institute of Public Finance and Accountancy (CIPFA) guidance, any Member appointed to Cabinet should not be a member of the Audit Committee;
- (6) notes the requirement to include at least one Executive Member on the Chief Officers Appointments Committee;
- (7) determines the appointment of Members as substitutes in respect of the following Committees and Sub-Committees, in accordance with the wishes of Political Groups:-
 - (a) Chief Officers Appointments Committee
 - (b) Chief Officers Appeals Committee
 - (c) Employee Relations Disputes Resolutions Committee
- (8) for the reasons set out at paragraph 8(iii) of the report, agree that the rules of proportionality do not apply to the Licensing Committee;
- (9) subject to (8) above, appoint Members to sit on the Licensing Committee (14 Members);
- (10) determines the appointment of Members to the following:-
 - (a) Parish Councils' Joint Consultative Committee (6 non-executive Members on a political proportionate basis (5 Labour Group Members and 1 Conservative Group Member); and
 - (b) Member Development Working Group (Cabinet Member with responsibility for Member Training and Development and 1 Member from each Political Group).
- (11) endorses the appointments of Antoinette Drinkhill as the Church of England representative and Bernadette Nesbit as the Roman Catholic representative on the Children and Young People's Overview and Scrutiny Panel and on the Overview and Scrutiny Management Committee (OSMC) when this Committee is considering issues relating to education matters, for the second year of a two year period to May 2022;
- (12) any appointments to the 2 outstanding Overview and Scrutiny Parent Governor Representatives vacancies be determined by OSMC during the course of the year;

- (13) agrees that future appointments made during the course of the year to any of the Overview and Scrutiny Co-opted Member vacancies, be determined by the OSMC;
- (14) determines the appointment of workforce representatives as non-voting invitees onto the OSMC and the Standing Panels, as detailed at paragraph 51 of the report;
- (15) agrees that the OSMC appoint as necessary, any further non-voting invitees to its membership or the membership of the Standing Panels during the course of the year, should it deem necessary;
- (16) agrees to re-appoint David Harle and Monica Clarke as non-voting co-opted Members on the Audit Committee for a 4 year period, to be reviewed at the Annual Council Meeting in 2025;
- (17) agrees to re-appoint Philip Beavers as the Independent Person to assist the Monitoring Officer in dealing with complaints of alleged Member misconduct for a further 4 year period to 31st May 2025; and
- (18) agrees that future reviews on the proportional allocation of seats on Committees and Sub-Committees, be limited to the Annual Meeting and if appropriate, a mid-point in the year.

WHAT DOES THIS MEAN FOR THE CITIZENS OF DONCASTER?

- 4. The Council is committed to maintaining the highest standards of governance. By appointing to Committees in line with recommendations within this report, the Council satisfies its legal requirements for appointments to Committees.

BACKGROUND

- 5. At each Annual Council Meeting, the Authority has a statutory duty to review the allocation of seats on Committees. (This is explained in more detail in the Legal Implications of the report, paragraphs 11 to 18 refer). Following the Borough Council Elections held on 6th May, 2021, there has been a change in the political composition of the Council. The political composition of the Council now is as follows:-

Political Group	Members
Labour	41
Conservatives	11
Mexborough First	3
Independent Members	1

- 6. The allocation of seats on Council Committees outlined in this report, represents the best proportional 'fit' in accordance with the provisions of the Local Government and Housing Act 1989. Proportionality can be disapplied and alternative arrangements put in place by Council unanimously agreeing to such a variation.

7. The allocation of seats on Committees and Sub-Committees must be in accordance with the principles set out in the legal implications below. In summary, representation on Committees and Sub-Committees must, so far as possible, be proportional to the number of Members any group has on the Council as a whole.
8. All Political Groups have been notified of their allocations across all Committees, as described in this report, which represents the best proportional fit and were asked to express their wishes as to which Member(s) sits on which Committees. This information will be provided to Members prior to the meeting. The report also assumes that:-

- (i) Proportionality being applied to the Committees/Sub-Committees shown in the table below based on the membership indicated:-

Committee/Sub-Committee	Size
Planning Committee	11
Elections & Democratic Structures Committee	11
Chief Officer Appointments Committee	11
Awards, Grants and Transport (Appeals) Committee	7
Audit Committee	5
Chief Officer Appeals Committee	5
Employee Relations Disputes Resolution Committee	5
Chief Officers Investigatory Sub-Committee	5
Total	60

- (ii) Proportionality will not apply to the OSMC or the four Overview & Scrutiny Standing Panels in order to maximise cross-party representation;
 - (iii) The Licensing Committee, set up under the Licensing Act 2003, need not be politically proportionate. However, in seeking nominations from Group Leaders to sit on this Committee that has 14 seats, these have been sought in proportion to the overall composition on the Council. The appointment of Licensing Sub-Committees to conduct hearings under Section 10 of the Licensing Act 2003, is a statutory function reserved by the Act to the statutory Licensing Committee. Accordingly, it is a matter for the Licensing Committee to appoint these Sub-Committees and to schedule any required meetings; and
 - (iv) Proportionality does not apply to the Health and Wellbeing Board in accordance with legislative requirements.
9. The Elected Mayor has reviewed her appointments to the Cabinet for the discharge of Executive functions which is contained elsewhere on today's agenda. In accordance with the provisions set out in the Local Government Act 2000, the Cabinet is not a Committee of the Council; it can comprise of single party representation and therefore, is not subject to the rules on the proportional allocation of seats. Members appointed to sit on the Executive (Cabinet), cannot also be appointed to Overview and Scrutiny Management Committee or any of the Scrutiny Panels.

10. In accordance with CIPFA guidance, the Audit Committee should not include Executive Members. Therefore, it is recommended that any Member who is appointed to Cabinet, should not be a member of the Audit Committee.

LEGAL IMPLICATIONS [Officer Initials SRF Date 22.04.21]

11. Sections 15, 16 and 17 of the Local Government and Housing Act 1989, set out the duties of the Local Authority and the allocation of seats to Political Groups on Committees to ensure political balance.
12. The cumulative effect of these duties is to require “proportionality” across the formal activities of the Authority, representing the overall political composition of the Authority so that there can, for example, be no one party Committees so far as they are constituted as formal Committees or Sub-Committees of the Council.
13. Section 15 provides for the Council to review the representation of different Political Groups on Committees and Sub-Committees when:-
 - (a) the Authority holds an Annual Meeting; and
 - (b) as soon as practicable after the Members of the Authority divide into different Political Groups.
14. The duty to make a determination as to political representation on Committees arises as soon as practicable after a review, according to the overriding principles that:-
 - (a) all the seats on a Committee are not allocated to the same Political Group;
 - (b) the majority of the seats on a Committee go to the Political Group which has a majority on the Full Council;
 - (c) subject to the above two principles, that the number of seats on the Committees of the Authority allocated to each Political Group bears the same proportion to the total of all the seats on the Committees of that Authority as is borne by the number of Members of that group to the Membership of the Authority; and
 - (d) subject to (a) - (c) above, that the number of the seats on the Committee which are allocated to each Political Group, bears the same proportion to the number of all the seats on that Committee as is borne by the number of Members of that Group to the Membership of the Authority.
15. Section 16 provides that once the Council has carried out its review and determined the allocation of seats further to the principles by which it is bound listed above, the Council has a duty to exercise its powers to make appointments to Committees as to give effect to such wishes about who is to be appointed to the seats on that Committee which are allocated to a particular Political Group as are expressed by that Political Group.

16. Section 16(2A) requires that where appointments fail to be made to seats on a Committee to which Section 15 applies otherwise than in accordance with a determination under that Section, it shall be the duty of the Council to exercise its power to make appointments so as to secure that the persons appointed to those seats are not Members of any Political Group.
17. Exceptions to these requirements of political balance may be made where arrangements are approved by the Council without any Member of the Council or a Committee voting against them.
18. The Licensing Committee is a dual function Committee. It is constituted under Section 101 of the Local Government Act 1972, to undertake various licensing functions and also under the Licensing Act, 2003, to exercise all the functions of the Licensing Authority.

ALLOCATION OF SEATS

19. In general, seats are allocated by calculating the seat entitlement of each Political Group as a proportion of seats available to groups on a particular Committee subject to:-
 - (i) the majority party must have a majority on each Committee.
 - (ii) retaining proportionality across the total number of seats allocated to each group across all Committees.

ALLOCATION OF SEATS ON COMMITTEES

20. The total number of seats allocated to each particular Political Group on all Committees, must be in the same proportion as is borne by the number of Members of that Group on the Council. This means that out of a total of 60 seats, 59 seats are allocated to the Political Groups on the following proportional basis:-

Labour	- 44	i.e.	41/56
Conservatives	- 12	i.e.	11/56
Mexborough First	- 3	i.e.	3/56

21. This completes the allocation of seats to Political Groups. The remaining 1 seat is allocated to the 1 Member of the Council who is an Independent Member who is not affiliated to any of the Political Groups registered with the Council for the purposes of political proportionality under the provisions of the 1989 Act. i.e. Councillor Rob Reid.

PROPORTIONAL ALLOCATION OF SEATS

22. The seat entitlement of Political Groups on Committees and Sub-Committees of 11, 7 and 5, is calculated by dividing the number of seats available on the Committee between the Groups in the same proportion as the number of seats a Group has on the Council, e.g. on a Committee of 11 for the Labour Group $41 \div 56 \times 11 = 8.05$ seats. The table below shows the allocation for all Groups on the Council:-

	5	7	11
Labour	3.66	5.13	8.05
Conservatives	0.98	1.38	2.16
Mexborough First	0.27	0.38	0.59

23. A Political Group's seat allocation can then be calculated as follows. By way of example, set out below is how seats are initially allocated on a Committee of 11 seats before adjustments.

Firstly, consider 'whole' seat entitlement.

Labour	8
Conservatives	2

This completes the whole seat allocation to Political Groups.

24. Secondly, the remaining 1 seat is allocated to the remaining Group with the best proportional fit, indicated by the remaining "part" figure i.e. 1 seat to the Mexborough First Group (0.59 entitlement). The same approach is applied to the remaining Committees having regard to the size of each Committee. This completes the allocation of seats to Political Groups.

PROPOSED SEAT ALLOCATIONS

25. Group Leaders have been advised of their respective seat allocations on Committee and Sub-Committee sizes to reflect a best proportionate fit,

	LABOUR	CONSERVATIVES	MEXBOROUGH FIRST	
COMMITTEE	Seats Allocated	Seats Allocated	Seats Allocated	Total No. of Seats on Committee
PLANNING	8	2	1	11
ELECTIONS & DEMOCRATIC STRUCTURES	8	2	1	11
CHIEF OFFICERS APPOINTMENTS	8	2	1	11
AWARDS, GRANTS & TRANSPORT (APPEALS)	5	1	1	7
AUDIT	4	1	0	5
CHIEF OFFICERS APPEALS	4	1	0	5
EMPLOYEE RELATIONS DISPUTES RESOLUTION	4	1	0	5
CHIEF OFFICERS INVESTIGATORY SUB	4	1	0	5
TOTAL ALLOCATED	45	11	4	60
Required Seat Allocation	44	12	3	59
Adjustments Required	-1	+1	-1	+1

26. It can be seen that this initial allocation to provide proportionality on individual Committees and Sub-Committees, results in the Labour Group and the Mexborough First Group being over represented by 1 seat each.
27. Conversely, the Conservative Group is under represented by 1 seat.
28. To achieve the best proportional fit, adjustments are therefore required and the Council must decide:-
- (i) to remove 1 Labour Group seat on a Committee from the list shown below:-

Audit Committee
Chief Officers Appeals Committee
Employee Relations Disputes Sub-Committee
Chief Officers Investigatory Sub-Committee
 - (ii) to remove 1 Mexborough First Group seat on a Committee from the list shown below:-

Planning Committee
Elections and Democratic Structures Committee
Chief Officers Appointments Committee
Awards, Grants and Transport (Appeals) Committee
 - (iii) following the adjustments chosen under (i) and (ii) above, determine the allocation of 1 seat to the Conservative Group and 1 seat to the Independent Member, Councillor Rob Reid.
29. The Labour Group and the Mexborough First Group have been asked to express a view on which Committee they would prefer to have reduced representation to assist the Council in determining where adjustments should be made.
30. The Leader of the Labour Group has indicated that the Group would wish to lose 1 seat on the following Committee:-
- Chief Officers Appeals Committee
31. The Leader of the Mexborough First Group has indicated that the Group would wish to lose 1 seat on the following Committee:-
- Awards, Grants and Transport (Appeals) Committee
32. Having regard to paragraphs 26 to 31 above, the Council is required to determine which Committee to allocate a seat to the Conservative Group and which Committee to allocate a seat to the Independent Member.

33. The Leader of the Conservative Group has requested that their additional seat be on the Awards, Grants and Transport (Appeals) Committee.
34. If this is agreed by Council, the remaining seat on the Chief Officers Appeals Committee would be allocated to the Independent Member, Councillor Rob Reid.
35. The Council may (but is not compelled to) take these representations into account when determining final seat allocation. Members are reminded that Executive (Cabinet) Members cannot sit on Overview and Scrutiny Committees.
36. These allocations give effect so far as reasonably practicable to the requirements of the Act. It remains open to Members to agree a different allocation, but only if no Member votes against such proposals. If such agreement cannot be reached, the Council has no alternative but to act in accordance with the principles set out in paragraph 14 of this report.

APPOINTMENT OF MEMBERS TO COMMITTEES

37. Following determination of the allocation of seats to Political Groups, Council must appoint named Members to each Committee. Political Groups have been asked to indicate their wishes as to which Members are appointed to which Committee/Sub-Committee. A composite nominations list will be circulated to Members prior to the meeting.
38. The Council must appoint Members to Committees and Sub-Committees in accordance with the wishes of Political Groups and may take into account (but is not compelled to follow) the wishes of any Independent Members. (In the context of Doncaster, this means any Member not in a registered Political Group). For a Political Group to be recognised for the purpose of seat allocation, the Group must have a minimum of 2 Members.

Chief Officers Appointments Committee

39. The Council is required to appoint at least one Executive Member to sit on Chief Officers Appointments Committee.

Planning and Licensing Committees

40. The Planning and Licensing Committees discharge important regulatory functions. Ongoing training is provided to those Members who sit on these Committees so that they are fully aware of their obligations and legislative changes and developments, to be able to perform their respective roles and responsibilities. Induction training is mandatory for all Members appointed to serve on these Committees and once undertaken, is valid for the current four year term of office (up to May, 2025). Members who have not attended the training, are not permitted to take part in these meetings.

Audit Committee

41. In addition to appointing 5 Elected Members to the Audit Committee, the Committee has appointed one non-voting co-opted Member with a financial background to this Committee; this is in line with CIPFA best practice. In addition to the above, the Committee has two further non-voting co-opted Members (David Harle and Monica Clarke) who can be called upon as and when required, to attend as members of the Hearings Sub-Committee to hear Code of Conduct complaints against Councillors. The term of office of these two independent members is due to expire at this year's Council Annual Meeting and therefore, the Council is asked to agree that David Harle and Monica Clarke are re-appointed for a 4 year period to align with those of Elected Members, to be reviewed at the Annual Council Meeting in 2025.

Overview and Scrutiny

42. A brief overview of the remit of each Overview and Scrutiny body is detailed below:-
- **Overview and Scrutiny Management Committee** - to agree and co-ordinate the work programmes of the four Standing Panels. To consider issues around the Connected Council theme, regularly consider performance and budget, and undertake pre-decision Scrutiny of Council and partnership issues.
 - **Children and Young People's Panel** - to consider issues relating to improved outcomes for Children and Young People; Key focus on Doncaster Learning, accessing high quality education, improving skills and Doncaster Caring, children's social care delivered by the Doncaster Children's Trust.
 - **Regeneration and Housing Panel** - to consider issues relating to skills and enterprise, inward investment, economic development, strategic transport included within the Doncaster Working theme and housing issues considered under the Doncaster Living theme.
 - **Communities and Environment Panel** - to consider neighbourhood issues, street scene and highways, community safety as well as environmental issues included within the Doncaster Living theme.
 - **Health and Adult Social Care Panel** - to consider issues that fall within the remit of Public Health, Adult Social Care and wider health issues included within the Doncaster Caring theme.

Meeting Arrangements

43. The membership of each Standing Panel is 9 Elected Members. However, there are also additional workforce representatives and Co-opted Members on the Panels, as detailed below at paragraphs 48 to 54.
44. To maximise cross-party representation, political proportionality to the scrutiny function is disapplied. If proportionality was applied to OSMC and the Scrutiny Panels, the total number of seats available to each Group and the Independent Member, Councillor Rob Reid, would be as follows:-

Labour	32
Conservatives	9
Mexborough First	2
Independent	1

45. Disapplying proportionality on Overview and Scrutiny provides an opportunity for a greater number of seats to be offered to those Members who are not in the Majority Group. This supports good governance principles by providing an opportunity for wider Member engagement and cross party participation. This also provides a wider pool of Members with an interest or expertise to participate in and help strengthen Overview and Scrutiny arrangements.
46. The Vice-Chairs of the Standing Panels may substitute for Panel Chairs where they are unable to attend OSMC. Council is asked to note that when appointing to OSMC/Overview and Scrutiny Panels, that in accordance with Overview and Scrutiny Procedure Rule 3b, not all Chairs and Vice-Chairs are to be drawn from the same Political Group.
47. In terms of fulfilling its statutory Health Scrutiny function, this is undertaken by the Health and Adult Social Care Panel and the statutory scrutiny functions around Crime and Disorder, will be undertaken by the Communities and Environment Panel.

Overview and Scrutiny Invitees and Co-opted Members

48. In accordance with Rule 2 of the Overview and Scrutiny Procedure Rules, the Scrutiny body which has Education within its remit, will have the following co-optees on its Membership:-
- At least one Church of England Diocese representative;
 - At least one Roman Catholic Diocese representative; and
 - Between 2 and 5 (currently 3) Parent Governor representatives within its Membership who are entitled to vote on issues relating to education.

49. Parent Governor Representatives (England) Regulations 2001 state that Local Authorities shall appoint at least 2, but no more than 5 Parent Governor representatives to Overview and Scrutiny Committees from Local Authority maintained Schools. The Council currently looks to appoint to 2 vacancies, but unfortunately no interest has been received in recent years, despite promotion and advertisement of the remaining posts. This may also be due to the reduced number of Local Authority maintained schools. If there is interest shown, the Council agreed in 2017 that OSMC can appoint to the positions. The number of faith representatives (one Church of England and one Roman Catholic) appointed to the Scrutiny Committee with Education within its remit (the Children and Young People Panel) remains.
50. Our current arrangements allow for one representative from the Church of England and one from the Roman Catholic faith nominated by the Hallam Diocese. Antoinette Drinkhill has been nominated to represent the Church of England Diocese and Bernadette Nesbit has been nominated as the Roman Catholic nomination for the second of a two year period up to May 2022. Under the current structure, Council is asked to note that the co-optees may be invited to attend both meetings of the Children and Young People's Panel, and also OSMC where it considers issues relating to education. These co-opted Members have full voting rights on issues relating to education. They can contribute to debate and discussions around other children's issues but may not vote.
51. All Panels currently have a workforce representative who serve as an invitee, but do not have voting rights. Their purpose is to ensure workforce issues are represented during discussion. They are not appointed to represent their own views, association or individual members. Consultation is currently underway with the relevant Unions to identify named individuals to serve on OSMC/the Panels as non voting invitees. Should details of the proposed representatives not be available for the meeting, it is recommended that OSMC make the appointment of any outstanding workforce representatives.
52. Members are asked to note that if an invitee cannot attend, there are no arrangements to allow substitute invitees to attend.
53. Other non-voting invitees may be invited/appointed to the membership on a standing or ad-hoc basis in a non voting capacity, if it is believed they will enhance the process of Overview and Scrutiny. Council is asked to confirm that any additional appointments of standing invitees to OSMC or the Panels, be made by OSMC.
54. Council is also asked to note that in accordance with Overview and Scrutiny Procedure Rules, invitees will not be given access to confidential or exempt information as of right. Where the issue relates to the work of the Committee or Panel on which they serve, the Committee or Panel will need to agree the extent to which it would wish to allow its invitees to access this information prior to its consideration.

Appointment of Chairs and Vice-Chairs of Committees

55. Council is reminded that it agreed at its meeting of 3rd March, 2015, that Members should not take up the role of Chair of a Committee unless they have attended Chairs training. Training on Effective Chairing is being arranged following the Annual General Meeting, to provide an opportunity for appointed Chairs to undertake this training. Once this has been undertaken, it will be valid for four years.

OTHER COMMITTEE APPOINTMENTS TO DISCHARGE COUNCIL FUNCTIONS

Member Development Working Group (MDWG)

56. The Member Development Working Group is an advisory body established to support Officers in the development and delivery of Member learning and development. Membership of this Group consists of 1 Member from each Political Group and the Cabinet Member responsible for Member Development. The Terms of Reference for the MDWG are as follows:-
1. To identify learning and development needs for Members and Co-opted Members in the execution of their Council duties.
 2. To provide advice on the development of a Member Development Strategy and Annual Programme of Learning and Development activities.
 3. To suggest proposals for future actions and/or activities relating to Member development and learning.
 4. To act as Member Development Champions, encouraging greater attendance and participation in learning, and development activities.

Parish Councils' Joint Consultative Committee (PCJCC)

57. The PCJCC is a non-decision making body whose membership includes 8 Doncaster Council Elected Members. Current arrangements provide for the Council to appoint 6 non-Executive Members and for the Mayor to appoint 2 Executive Members. Political Groups have been asked to submit their nominations and these will be circulated to all Members prior to the meeting.

Health and Wellbeing Board

58. Under the Health and Social Care Act 2012, the Health and Wellbeing Board was established as a Statutory Committee of the Council from 1st April, 2013. The core membership of the Board is set out in statute and shown below in italics:-

- *Director of Learning and Opportunities; Children and Young People (DCS)*
- *Director of Adults, Health and Wellbeing (DASS)*
- *Director of Public Health*
- *Chair of Healthwatch Doncaster*
- *Chair of Doncaster Clinical Commissioning Group*
- *Portfolio Holder with responsibility for Public Health*
- *Portfolio Holder with responsibility for Children's Services*

59. In addition to the above, Council has agreed to the following Members:-

- Majority Opposition Group representative
- Chief Executive of Rotherham, Doncaster and South Humber NHS Foundation Trust (RDaSH)
- Chief Executive of Doncaster and Bassetlaw Teaching Hospitals NHS Foundation Trust (DBTHFT)
- Head of Co-Commissioning, NHS England (Yorkshire & Humber)
- Chief Officer, Doncaster Clinical Commissioning Group
- Doncaster District Commander, South Yorkshire Police
- Chief Executive, St Leger Homes
- Chief Executive of Doncaster Children's Services Trust
- Portfolio Holder with responsibility for Adult Social Care
- South Yorkshire Fire and Rescue
- Director of Economy and Environment
- Chief Executive, Primary Care Doncaster
- Assistant Director arts, Doncaster Community Arts (Health and Social Care Forum representative)
- Chief Executive of Voluntary Action Doncaster.

Doncaster Covid-19 Oversight Board

60. On 22nd May, 2020 Government announced that as part of its national strategy to reduce infection from SARS-CoV-2, it would expect every area in England to create a local Outbreak Plan. Government expected that by the end of June that local plans, led by the Director of Public Health, would be produced. Officer level structures and Member level governance structures would need to be defined and stood up. The aim of the plans should be specifically to prevent and manage local outbreaks of infection.
61. Specific arrangements for addressing COVID-19 outbreaks would need to be stood up against that context of partnership working and therefore, plans would also require clear links into delivery and deployment of actions to be taken across all Team Doncaster partners, including Local Authority, NHS and Police powers and capabilities. This provided a clear need to link strongly to Team Doncaster COVID-19 'gold' and to the Local Resilience Forum.

62. Following initial discussions at Officer level, an officer led COVID-19 Control Board was established and a Member led COVID Oversight Board. The membership of the member led Oversight Board includes:-
- The Elected Mayor of Doncaster Council (Chair)
 - Cabinet Member for Public Health, Culture and Leisure (Vice-Chair)
 - The Group Leaders or their nominees
 - Locality Cabinet Members x4 (the Cabinet Member for Public Health counts as one)
 - Council Chief Executive Officer
 - Council Director of Public Health
 - Health – Doncaster CCG
 - Chair Inclusion and Fairness Forum
 - Union representatives

INDEPENDENT PERSON APPOINTED UNDER SECTION 28 OF THE LOCALISM ACT 2011

63. Under the Localism Act 2011, the arrangements adopted by the Council to deal with the consideration of Councillor Code of Conduct complaints must include provision of one or more Independent Persons.
64. Under this Council's locally agreed process for the consideration of Councillor Code of Conduct complaints, provision was made for consultation by the Monitoring Officer with an Independent Person at each stage of the complaints process.
65. Mr Philip Beavers has carried out the role of Independent Person for Doncaster Council since the new local Standards arrangements were introduced in 2012. The Localism Act does not prescribe a time limit on the term of office of the Independent Person and this is therefore within the discretion of the Council. The Council can either carry out another recruitment process for a new Independent Person, or it can re-appoint Mr Beavers for a further term. Mr Beavers has a wealth of experience and knowledge on Standards and ethical governance matters, and has performed the role of Independent Person diligently. Mr Beavers has also confirmed that he is happy to continue undertaking this role. It is therefore proposed that he be re-appointed for a further 4 years, to 31st May 2025.

OPTIONS CONSIDERED AND REASONS FOR RECOMMENDED OPTION

66. The Council has a statutory duty to review the allocation of seats to Political Groups at its Annual Meeting in accordance with the provisions of Sections 15, 16 and 17 of the Local Government and Housing Act, 1989. Therefore, no other options are considered appropriate.

IMPACT ON THE COUNCIL'S KEY OUTCOMES

67. Ensuring the membership of the Council's Committee's is in place to effectively discharge its responsibilities will ensure that the Council is able to contribute to the delivery of all of the Council's Key Priorities. In particular, these arrangements will assist the Council in working with our partners to provide strong leadership and governance.

RISKS AND ASSUMPTIONS

68. There are no risks identified or assumptions relevant to this report.

FINANCIAL IMPLICATIONS [Officer Initials PH Date 04.05.21]

69. There are no specific financial implications associated with this report. There are no new positions being proposed and so the existing Members Ward Office budget is expected to be sufficient.

HUMAN RESOURCES IMPLICATIONS [Officer Initials RH Date 26.04.21]

70. There are no HR implications associated with the contents of this report.

TECHNOLOGY IMPLICATIONS [Officer Initials PW Date 23.04.21]

71. There are no specific technology implications in relation to this report. Governance and Members Services will be responsible for updating the changes in the modern.gov system, when agreed.

HEALTH IMPLICATIONS [Officer Initials RS Date 23.04.21]

72. There are no direct health implications from this report. However, the individual Committees all contribute to improving the health and wellbeing of Doncaster people and reducing health inequalities. Committee Members can seek further advice from the Director of Public Health if required.

EQUALITY IMPLICATIONS [Officer Initials DMT Date 20.04.21]

73. There are no specific equality implications arising from this report.

CONSULTATION

74. Consultation has taken place with the Mayor, Group Leaders and Independent Members in respect of this report.

BACKGROUND PAPERS:

Report to Council – 24th September, 2020 - Local Government & Housing Act 1989 - Review of Allocation of Seats on Committees & Sub-Committees.

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